

# CHAPTER 5

## TRACKING PERMIT APPLICATIONS AND PUBLIC NOTICES

- Tracking permit application status on-line
- Reviewing Public Notices and Hearings on-line
- Subscriber's List
- Additional Assistance contacts



# CHAPTER 5: TRACKING PERMIT APPLICATIONS, PUBLIC NOTICES, AND PUBLIC HEARINGS

The Land and Water Management Division (LWMD) provides information on its applications for land/water interface permits to the public through several avenues and by various media. Primarily, the LWMD maintains a searchable on-line system at [www.deq.state.mi.us/ciwpis](http://www.deq.state.mi.us/ciwpis). This system includes the following services:

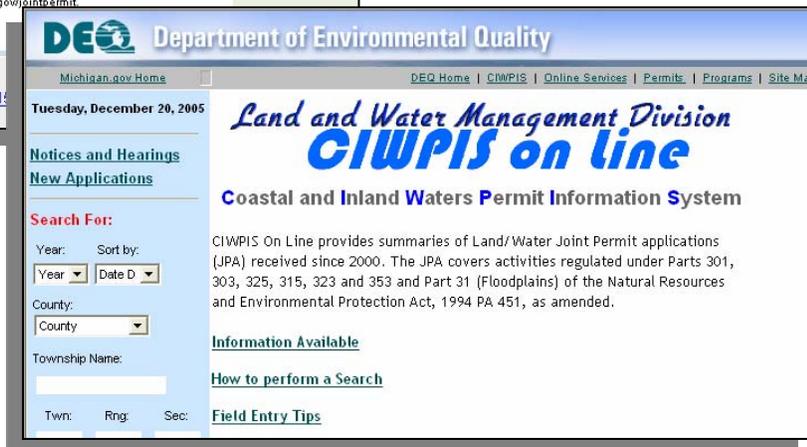
- The CIWPIS on-line list of all applications
- The CIWPIS on-line list of active Public Notices and Public Hearing Notices.

## The CIWPIS on-line list of all applications.

A flow chart showing the typical application review path is provided at the end of Chapter 1. All applications are entered into the CIWPIS database within a week of being received. Once entered into the system, an application can be tracked on-line. To find the status of an application, go to the MDEQ permit tracking website which is located on the MDEQ website [www.michigan.gov/jointpermit](http://www.michigan.gov/jointpermit), select "Coastal and Inland Waters Permit Information System."

From the searchable system, the applications can be queried by year, county, township, range and section, water body, file number or applicant name. An individual application, or all applications within a selected category can be searched. The result of the query will display a list of file numbers, applicants and application status. Individual records can be selected for view based on the dates the application was processed, the activity, and the regulation pertinent

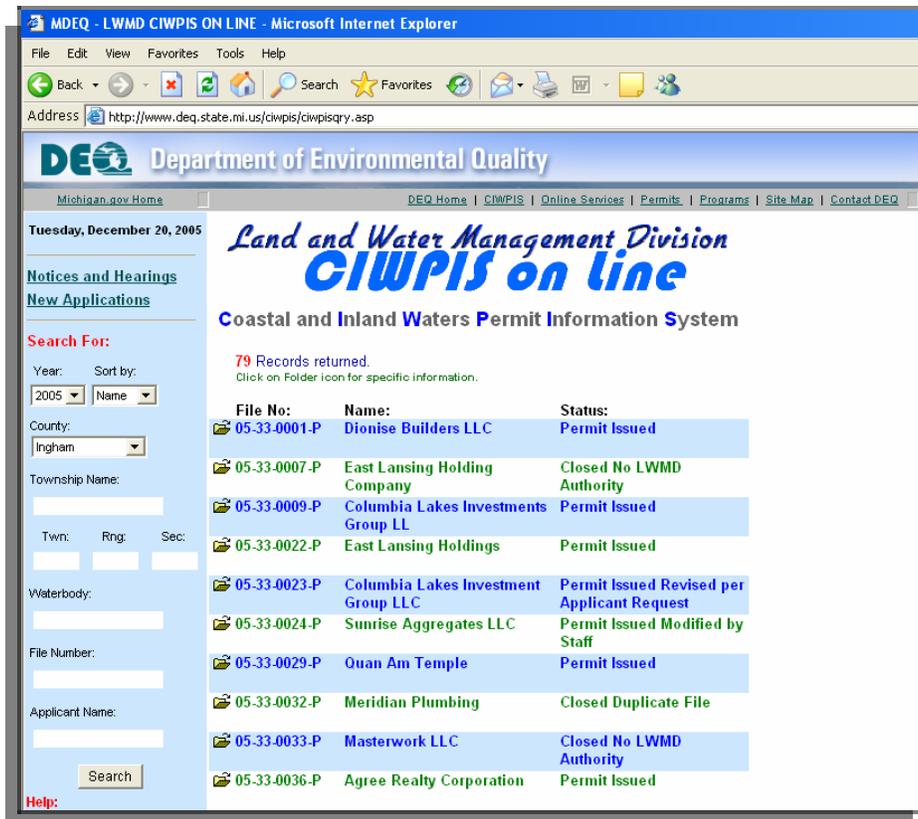
to the activity. This system can be used to obtain a list of all permit applications applied for in a specific county or on a specific water body. It is most commonly used by applicants to track the status of their permit application, i.e. who's reviewing their permit or if it's been sent to the field office.



The Coastal and Inland Waters Permit Information System (CIWPIS) may also be accessed by directly going to [www.deq.state.mi.us/ciwpis](http://www.deq.state.mi.us/ciwpis). It is preferred that applicants use CIWPIS on the internet to check on application status instead of calling the MDEQ directly.

The more calls that are made to the MDEQ, the less time the reviewers spend on application review, which then results in an increase in application processing times.

After completing a search request in CIWPIS, a list of all the applicable records will be displayed. Click on the folder icon to get specific information on a file number.



There are 38 different application status lines. Following are summaries of what the four most common application status lines mean.

**“Assigned to Lansing Reviewer”** means the application has been received, logged in, and is waiting to be reviewed by the MDEQ Permit Consolidation Unit (PCU) review staff. During this period of time the reviewer has not looked at the application, and the reviewer would not be familiar with the application. It is recommended that an applicant not call the MDEQ on status at this time. During the busy season (Spring through Summer) the backlog on new applications can be as long as a month. PCU reviews these applications on a first come first serve basis.

**“Waiting for Additional Information – Lansing”** means the application has been reviewed by the MDEQ staff and they found the application to be incomplete and additional information has been requested to complete the file. If this status is shown for an application and a Correction Request Letter has not been received, do not call the MDEQ at this time. Wait until the

Correction Request Letter has been received. If at that time there are questions about the content of the Correction Request, contact the MDEQ and discuss the letter with the reviewer that signed the letter. If the Correction Request Letter has not been received within five days of the status change, contact the MDEQ and a copy will be mailed, faxed, or e-mailed right away.

**“Additional Information Received / Pending Review”** means the return correspondence/ response to the Correction Request Letter has been received, but has not yet been reviewed by the MDEQ reviewer. There is no need to call and see if the MDEQ received the information or to see if the MDEQ reviewer has looked at it yet. During the busy season (Spring through Summer) the back log on responses to correction returns can be two weeks to a month long. PCU reviews these on a first come first serve basis, regardless of if the response is received via mail, fax, or e-mail.

**“Assigned to Field Reviewer”** means that the MDEQ reviewer has completed their administrative review of the application. At this point, if the file was in Lansing, it will be sent to the appropriate district office where MDEQ field staff will begin to process the application. This will include additional review, possible requests for additional information, a site inspection, and determination of issuance or denial of a permit.

### **The CIWPIS on-line list of active Public Notices and Public Hearing Notices**

A public hearing provides an opportunity for interested parties to provide comments to MDEQ, LWMD staff on a proposed project after a Public Notice has been issued. If a public hearing is scheduled, notification of the date, time, and location will be sent to the applicant and all parties indicated on the Public Notice and other parties that have expressed an interest in the project. The MDEQ will consider all relevant comments in the permit decision making process.

Under this searchable system all active or individual public notices and hearing notices can be queried. Additionally, a selected category of records can be queried based on the application assigned number, applicable Part, date received, applicant name and address, water body affected, activity proposed, county, township, or town, range and section. As an example, a list of all active public notices and hearings in Ingham County, or on the Grand River, can be queried. From this list, the status of the application can be viewed as well as the entire Public Notice. A Public Notice for a project includes the Public Notice cover sheet and the administratively complete application, including diagrams and plans.

CIWPIS on-line also provides for direct electronic comment on these files. Files remain on this list for several days beyond the close of the notice period.



MDEQ - CIWPIS Public Notices and Hearings - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.deq.state.mi.us/lwmpnh/

**DEQ** Department of Environmental Quality

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## Public Notices and Hearings

[About Land and Water Public Notices and Hearing Notices \(link\)](#)

**Information Available**

[How to perform a Search](#)

[Field Entry Tips](#)

**Information Available...**

Search for specific notices using the search engine on the left or view all current notices. Each record provides basic information on the file, comment period dates, and by selecting the corresponding icon, a record of the file, the complete public notice, and electronic comment form.

**Search For:**

All Active Records

Sort by: Date D

County: County

Township Name:

Twn: Rng: Sec:

Waterbody:

= View the file record

= View the public notice and project plans.

MDEQ - CIWPIS Public Notices and Hearings - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.deq.state.mi.us/lwmpnh/default.asp

**DEQ** Department of Environmental Quality

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Tuesday, December 20, 2005 Coastal and Inland Waters Permit Information System

## Public Notices and Hearings

**File Number: 05-50-0191-P**  
 Applicant: **Sal Mar Royal Village LLC**  
 Macomb County - wetland/Nicol Drain  
 Public Notice Date: 12/8/2005 - Comment Period: 12/8/2005 to 12/28/2005  
 Public Hearing Date: N/A - Comment Period: None

**File Number: 05-50-0007-P**  
 Applicant: **Willow Creek Associates LLC**  
 Macomb County - Crapaud Creek  
 Public Notice Date: 12/5/2005 - Comment Period: 12/5/2005 to 12/25/2005  
 Public Hearing Date: N/A - Comment Period: None

**File Number: 05-50-0123-P**  
 Applicant: **Alex Andrion**  
 Macomb County -  
 Public Notice Date: 11/29/2005 - Comment Period: 11/29/2005 to 12/19/2005  
 Public Hearing Date: N/A - Comment Period: None

**File Number: 05-50-0176-P**  
 Applicant: **City of St Clair Shores**  
 Macomb County - Lake St Clair canal  
 Public Notice Date: 11/28/2005 - Comment Period: 11/28/2005 to 12/18/2005  
 Public Hearing Date: N/A - Comment Period: None

**File Number: 05-50-0177-P**  
 Applicant: **City of St Clair Shores**  
 Macomb County - Lake St Clair canal  
 Public Notice Date: 11/28/2005 - Comment Period: 11/28/2005 to 12/18/2005

**Search For:**

All Active Records

Sort by: Date D

County: Macomb

Township Name:

Twn: Rng: Sec:

Waterbody:

File Number:

Applicant Name:

Search

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### Other Public Notice Opportunities

Besides the CIWPIS on-line public information system, MDEQ maintains a bi-weekly Subscribers List, and notices public hearings in the MDEQ calendar. LWMD notifies the public (adjoining property owners), governmental agencies, and organizations and departments with "special interest" in the application impacts (such as historical artifacts, threatened species, or noted environmental violations) directly through the Public Notice process. The following receive mailed or emailed copies of the Public Notice, which includes the Public Notice cover sheet summary and the administratively complete application:

- Applicant
- Agent/Contractor
- Adjacent Property Owners
- City or Township Clerk
- County Clerk
- County Health Department or Road Commission
- County Soil Conservation District (Part 353 or 301)
- County Drain Commission (Part 325)
- Watershed Council (Part 301, 315)

Additionally, depending on the project, copies of the public notice may be sent to the U.S. Corps of Engineers if a project falls within Section 10 waters; the U.S. Environmental Protection Agency and U. S. Fish and Wildlife Service for major or critical activities under Section 404 of the Clean Water Act; the Michigan Department of Natural Resources Fisheries, Wildlife, Natural Heritage, or Parks and Recreation; the Michigan Historical Center; Michigan Department of Transportation; or Michigan Department of Agriculture, as well as various MDEQ and LWMD programs.

The public review and comment period is for 20 days. If the proposed project impacts regulated wetlands under the jurisdiction of Part 303, the local units of government, village, city, township or county, have 45 days to submit comment. If a hearing is requested, all previously notified groups and individuals are notified by mail at least 10 days prior to the hearing.

General and minor permit applications are also shared, following the determination that the application is administratively complete, at the time it is sent to the LWMD field office for site review and permit decision. Concurrently, a copy of the administratively complete application is sent to the applicant or contractor, the U. S. Army Corps of Engineers if the proposed activity is located on Section 10 waters, and any agency or department that may have special interest in the proposed activity. Local Townships are provided 10 days to comment on general Part 303, Wetland activities and the County Drain Commissioners, County Health Departments and Municipal Clerks are provided 15 days to comment on Part 31, Floodplain activities. Additionally, the local unit of government, soil conservation district, county clerk and health department are provided copies of all Part 353, Critical Dune applications in their area.

For additional assistance, call **517-373-9244** or send an e-mail to PCU at [DEQ-LWM-PCU@michigan.gov](mailto:DEQ-LWM-PCU@michigan.gov) or go to the JPA website at [www.michigan.gov/jointpermit](http://www.michigan.gov/jointpermit).